SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 05/19/15 CLOSING DATE: 05/29/15 (4:30 PM)

SCDC INTERNAL TITLE: SUPPLY MGR SCDC POSITION #: 019978

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0700 AM - 0300 PM LOCATION: PERRY CORRECTIONAL INSTITUTION, PELZER (GREENVILLE) LEVEL 3

STATE JOB TITLE: SUPPLY MANAGER I STATE JOB CLASS: AC07
BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: NO

LEVEL: A SALARY RANGE \$ 026139 - \$ 041400 SCEIS POSITION #: 61018298

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE DIRECTLY RELATED
TO THE AREA OF EMPLOYMENT.

AGENCY PREFERRED QUALIFICATIONS:

THREE (3) YEARS WORK EXPERIENCE IN A COMMERCIAL LAUNDRY/SUPPLY ENVIRONMENT, INCLUDING ONE (1) YEAR SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER THE DIRECT SUPERVISION OF THE COMMISSARY MANAGER, SUPERVISES THE LAUNDRY OPERATION TO INCLUDE, ORDERING SUPPLIES, MAINTAINING ACCOUNTABILITY FOR ALL LAUNDRY ITEMS, ENSURING CLEANLINESS AND PROPER HANDLING OF INMATE CLOTHING, ENSURING MACHINERY IS WORKING PROPERLY AND ADJUSTING THE LAUNDRY SCHEDULE AS NEEDED TO ACCOMMODATE HOLIDAYS. ALSO ASSISTS THE COMMISSARY MANAGER IN ORDERING, DISTRIBUTING AND ACCOUNTING FOR ALL COMMISSARY SUPPLIES.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING